

# IDAHO PUBLIC WORKS CONTRACTORS LICENSING BOARD MEETING

Monday – October 2, 2006 – 9:00 A.M.

Division of Building Safety  
Board Conference Room  
1090 E Watertower Street  
Meridian, ID 83642

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The meeting was called to order by Chairman Bob Beer at 9:04 a.m. on Monday, October 2, 2006.

## Board Members Present:

Mr. Bob Beer, Chairman  
Mr. David Bennion  
Mr. Bob Angle  
Mr. Dick Anderson  
Mr. Torry McAlvain  
Ms. Steffani Lippert  
Mr. Ken Worst

## Board Members Absent:

## DBS Staff Members:

John McAllister, Administrator  
Steve Keys, Deputy Administrator, Operations  
Marsi Woody, Deputy Administrator, Administration  
Al Caine, Licensing Program Supervisor  
Lorraine Mallett, Administrative Assistant

## Guests:

Michael Wood  
Terry McEntee  
Doug Chase, ITD  
Julie Swanson, LSO

- ◆ Chairman Bob Beer presented Michael Wood and Terry McEntee with plaques and letters expressing the Board's appreciation for their time, dedication and willingness to serve on the PWCL Board. Michael Wood served for eleven (11) years and Terry McEntee served for seven (7) years.

**MEETING MINUTES MOTION:** Dick Anderson moved to approve the July 10, 2006 minutes; the motion was seconded by Bob Angle. Motion passed unanimously.

- ◆ David Bennion brought to the Board's attention that the August 21, 2006 minutes did not reflect the "over three million dollar (\$3,000,000) license category" that was discussed at that meeting and should be amended.

**MEETING MINUTES MOTION:** Steffani Lippert moved to approve the August 21, 2006 minutes with an amendment to the minutes to include the "over three million dollar (\$3,000,000) license category". The motion was seconded by Torry McAlvain; motion passed unanimously.

## Action Agenda

- ◆ The Board discussed new license categories for the lower, mid, and upper portion of Public Works licenses. A lengthy discussion ensued regarding the new license categories and the variables that could pertain to each license class. The following was proposed:
  1. Changing Class D from fifty thousand dollars (\$50,000) to one hundred thousand dollars (\$100,000)
  2. Changing Class C to start at two hundred fifty thousand dollars (\$250,000)

3. Keeping Class B at five hundred thousand dollars (\$500,000)
4. Keeping Class A at one million dollars (\$1,000,000)
5. Changing Class AA to start at five million dollars (\$5,000,000)
6. Keeping Class AAA at unlimited

**ACTION:** The Bureau is to provide a spreadsheet of the above proposed new license classes, with all variables (example: number of licenses in each category) possible, to show all impact the changes relate to.

**ACTION:** The Board requested that the Bureau provide information on how fees are used within the agency, for new members.

- ◆ The Bureau informed the Board that the KMO, Inc. appeal hearing had been postponed with the appeal hearing to be rescheduled in the near future. The Bureau gave a brief explanation of the steps that lead up to an Administrative Appeal Hearing and other options a contractor may pursue.

## **Information Agenda**

- ◆ The Bureau contacted Nevada, Oregon, Washington, Montana, and California regarding how they handle the following procedures:
  1. Expedited processing of licenses – None of the contacted states offer expedited license processing. The license applications are processed in the order they are received.
  2. Bidding license requirements – All of the contacted states require the contractor to have a current Public Works license to bid on projects. If the bidder is not licensed a substantial penalty is assessed, for around ten thousand dollars (\$10,000).
- ◆ A discussion was held regarding the positions in the Public Works Bureau. The Board expressed their concern over the position of Program Manager being upgraded to Bureau Chief and with that position's time being split between other programs. David Bennion wished to go on record that he had requested a copy of a Bureau Chief's job description in July, if not earlier; after the Board had been told that there wasn't going to be a Bureau Chief's position. The Board asked the Bureau to take into consideration that the Bureau Chief's position could become diluted by having Jean Frenette pulled from Public Works to Industrial Safety. The Board also voiced their concern that there are still areas where PWCL is deficient and an increased presence is needed. The Board requested a copy of a DBS Bureau Chief's job description as well as their Organizational Chart.

**ACTION:** DBS will provide the Board with their Organizational Chart and a copy of a Bureau Chief's job description (not PWCL specific).

- ◆ Steve Keys informed the Board that on Friday, September 29, 2006 the International Association of Plumbing and Mechanical Officials (IAPMO) gave a testing/certification presentation to the Plumbing Board. The testing fee would be \$55.00 instead of the \$100.00 that the International Code Council (ICC) charges and it appeared that IAPMO may have a broader availability of testing sites. It is estimated that with IAPMO the Division may have a contractual agreement within 30-40 days.
- ◆ An update was given on administrative assessments (investigations). Infractions/violations are currently being published on the PWCL website.
- ◆ Dave Bennion brought up the teleconference meeting held August 21, 2006 that addressed the rule making change. He has never seen the finished rule, as written, and requested that the Bureau provide a copy.

**ACTION:** The Bureau will provide a copy of the finished rule, as written, to all Board members.

- ◆ Marsi Woody presented the Financial Report, with detailed explanations, to answer questions from the new Board members.

**ACTION:** Marsi Woody will include the Fiscal 2008 budget request, which shows projections, for the next Board meeting.

### **New Business**

- ◆ Chairman Bob Beer directed the Board members to the 2007 calendar in the Board packet. He informed the members that, by statute, the PWCL Board meetings are to be held in January, April, July and October and that they are to be held no later than the 15<sup>th</sup> day of the month. The following dates were suggested for the 2007 Board Meetings: January 8, 2007; April 2, 2007; July 9, 2007; and October 1, 2007.

**MOTION:** Dick Anderson moved to adopt the above schedule for the 2007 PWCL Board Meetings. The motion was seconded by Torry McAlvain. Motion passed unanimously.

- ◆ The next meeting will be held on January 8, 2007 at 9:00 am at the Division of Building Safety, Board Conference Room in Meridian, Idaho.

**MOTION TO ADJOURN:** Torry McAlvain moved to adjourn; the motion was seconded by Steffani Lippert. Motion passed unanimously.

Meeting adjourned at 12:00 p.m.

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STEVE KEYS  
DEPUTY ADMINISTRATOR, OPERATIONS

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DATE

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JOHN A. MCALLISTER  
ADMINISTRATOR, DIVISION OF BUILDING SAFETY

\_\_\_\_\_  
DATE

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BOB BEER  
CHAIRMAN, PUBLIC WORKS CONTRACTORS LICENSE BOARD

\_\_\_\_\_  
DATE